



DESIGN COMMISSION
TUESDAY, MAY 28, 2013 6:00 PM
AUSTIN CITY HALL, EXECUTIVE SESSION ROOM 1027
301 W. SECOND STREET, AUSTIN, TEXAS 78701

Current Commission Members

_____ James Shieh (JS) – Chair
_____ Dean Almy (DA) – Vice Chair
_____ Evan Taniguchi (ET) – Secretary

_____ Juan E. Cotera (JC)
_____ Jeannie Wiginton (JW)
_____ Bart Whatley (BW)
_____ Hope Hasbrouck (HH)

_____ Jorge E. Rousselin (COA – PDRD)
Staff Liaison

AGENDA

Please note: Posted times are for time-keeping purposes only. The Commission may take any item(s) out of order and no express guarantee is given that any item(s) will be taken in order or at the time posted.

	Approx time
CALL TO ORDER AND ROLL CALL	6:00 PM
1. CITIZEN COMMUNICATION: GENERAL The first five speakers signed up prior to the meeting being called to order will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.	6:00 PM
2. APPROVAL OF MINUTES (Discussion and Possible Action) a. Discussion and possible action on the April 22, 2013 Design Commission meeting minutes.	6:15 PM
3. NEW BUSINESS (Discussion and Possible Action): None	6:20 PM
4. OLD BUSINESS (Discussion and Possible Action) a. Discussion and possible action on Design Guidelines for infrastructure projects as directed by City Council Resolution No.: 20120816-060.	6:20 PM
5. COMMITTEE AND LIAISON REPORTS (Discussion and Possible Action) a. Standing Committees Reports; b. Working Group Reports; c. Liaison Reports; d. Appointment of Committee/Working Group members by Chair.	7:15 PM

6. STAFF BRIEFINGS: None	7:20 PM
7. FUTURE AGENDA ITEMS	7:20 PM
8. ANNOUNCEMENTS <ul style="list-style-type: none"> a. Chair Announcements; b. Items from Commission Members; and c. Items from City Staff. 	7:25 PM
ADJOURNMENT	7:30 PM

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 3 days before the meeting date. Please contact Annie Pennie in the Planning and Development Review Department, at annie.pennie@austintexas.gov or (512) 974-1403, for additional information. TTY users route through Relay Texas at 711.

Design Commission Committees, Working Groups, and Liaisons

Committees

1. Bylaws/Policies & Procedures Committee: Wiginton (Chair), Cotera, Whatley
2. Executive Committee: Shieh (Chair), Almy, Taniguchi

Working Groups

1. Project Review Working Group: Refer to rotating list
2. Comprehensive Plan Working Group: Taniguchi (Chair), Whatley, Hasbrouck
3. Non-Urban Project Review Working Group: Shieh (Chair), Whatley, Taniguchi
4. Urban Design Guidelines Working Group: Cotera (Chair), Shieh, Almy
5. Urban Open Space Working Group: Whatley (Chair), Hasbrouck, Wiginton
6. Nomination Working Group: Cotera (Chair), Shieh, Wiginton
7. Education and Outreach Working Group: Hasbrouck (Chair), Cotera, Wiginton

Design Commission Liaisons

1. Affordable Housing Liaison: Wiginton
2. Downtown Comm. Liaison / Downtown Austin Plan: Whatley
3. TOD Liaison: Shieh
4. East Riverside Master Plan: Shieh
5. Airport Boulevard Redevelopment Initiative: Whatley
6. South Shore Waterfront SDAT: Almy
7. Imagine Austin Comprehensive Plan: Taniguchi
8. Downtown Wayfinding: Taniguchi

Design Commission Staff Liaison:

Jorge E. Rousselin, Development Services Process Coordinator
Urban Design, Planning and Development Review Department
City of Austin, One Texas Center, 505 Barton Springs Rd., Austin, TX 78704
Phone: (512) 974-2975 ■ Fax: (512) 974-2269 ■ E-mail: jorge.rousselin@austintexas.gov

The Urban Design Guidelines for Austin can be accessed at the following location:

www.ci.austin.tx.us/downtown/downloads/urban_design_guidelines_for_austin.pdf

Design Commission backup may be accessed at the following location:

ftp://ftp.ci.austin.tx.us/GIS-Data/planning/Design_Commission/



DESIGN COMMISSION
MONDAY, APRIL 22, 2013 5:45 PM
AUSTIN CITY HALL, BOARDS AND COMMISSIONS ROOM 1101
301 W. SECOND STREET, AUSTIN, TEXAS 78768

Current Commission Members

☐ P ☐ James Shieh (JS) – Chair
☐ A ☐ Dean Almy (DA) – Vice Chair
☐ P ☐ Evan Taniguchi (ET) – Secretary
☐ P ☐ Juan E. Cotera (JC)
☐ P ☐ Jeannie Wiginton (JW)
☐ A ☐ Bart Whatley (BW)
☐ P ☐ Hope Hasbrouck (HH)

☐ P ☐ Jim Robertson (COA – PDRD)

Meeting Minutes

Call to order by: Chair J. Shieh at 6:05 PM.

Roll Call: D. Almy, B. Whatley not present.

1. CITIZEN COMMUNICATION: None

2. APPROVAL OF MINUTES (Discussion and Possible Action)

a. Discussion and possible action on the March 25, 2013 Design Commission meeting minutes.

The motion to approve the minutes as drafted made by E. Taniguchi; Second by J. Whatley was approved on a vote of [5-0]. [D. Almy; B. Whatley not present]

[B. Whatley arrived @ 6:10 pm]

3. NEW BUSINESS (Discussion and Possible Action)

a. Briefing on regarding pilot program for street patios in the Downtown area. (Gregory Pepper, Austin Transportation Department).

E. Taniguchi: Will smoking be allowed?

J. Shieh: How do you handle complaints with parking request, restrooms, etc. (could go beyond what was reviewed for a site plan)

J. Cotera: Exclusivity? Café: Existing café rules allow exclusivity.

H. Hasbrouck: Is it limited to adjacent existing uses?

I. e. – could someone who doesn't own a business nearby?
Currently thinking oriented to adjacent business.

B. Whatley: Should have limit on locations.

I. e. could have too much of a good thing.

Have to be careful about loss of parking.

Should allow 1 year only, subject to renewal. [To allow other businesses a chance.]

Should be limited only to adjacent businesses.

J. Shieh: Also likes 1 year with renewal.

Could it be used for direct merchandising?

Probably not.

No action taken by commission.

4. OLD BUSINESS (Discussion and Possible Action)

- a. Discussion and possible action on Design Guidelines for infrastructure projects as directed by City Council Resolution No: 20120816-060.

Discussion (including Kit Johnson) of “triggers” and other aspects.

J. Shieh walked through his handout.

Bart: Will send Jorge a copy of working document.

- Distributed to commissioners for comment.
- Their comments should come back to Jorge.

No action by Commission.

5. COMMITTEE AND WORKING GROUP REPORTS (Discussion and Possible Action)

- a. Standing Committees Reports: **None**

- b. Working Group Reports: **None**

- c. Liaison Reports:

Bart: Downtown Commission

d. Appointment of Committee/Working Group members by Chair: **None**

6. STAFF BRIEFINGS

None

7. FUTURE AGENDA ITEMS

8. ANNOUNCEMENTS

a. Chair Announcements: **None**

b. Items from Commission Members: **None - H. Hasbrouck will not be at May meeting.**

c. Items from City Staff: **None**

ADJOURNMENT by consensus at: 8:02 PM

Infrastructure of Significance - James

As stewards of the urban environment, the Design Commission encourages safe, active, and enriching spaces along the streetscape. This is exemplified in the current Urban Design Guidelines and other regulations such as Great Streets, and Commercial Design Standards. Because we can not deny that infrastructure is required, we must find a way for it to coexist within the urban environment, however, due to their inherent functions and form, they present much different challenges to locate them with the same consideration of buildings.

Buildings are active and interface its functions with people. We buffer this in the public realm with streetscape and design guidelines to enrich the urban fabric. Because infrastructure does not directly serve “people” and presents itself in such a variety of ways in size and function, the process to continue the same enriched fabric must be approached with a different set of parameters.

For smaller projects which are covered by department criteria manuals, the parameters can be included in these manuals to acknowledge that all parts of Austin are not the same and have provisions to consider area character and purpose, and adjust to be inclusive of this. Public consideration should be included in the crafting of the criteria manuals to assure area character consideration and to streamline the process. This consideration should begin with the area’s Neighborhood Plan and continue up the broader visioning documents and guidelines. It would be the discretion of the department if there was enough consideration done. For any projects outside of criteria manuals, and are visible in or from the public right of way, the public should be notified thru the general notification process, and include provisions for the public to input. In consideration of social inclusivity and the input from the public, the department may have the discretion as to whether public forums are conducted to further evaluate the input. Projects in this path may also be appealed to the Design Commission for review.

Larger, more complex projects typically begin to increase its presence and potential dominance of the public streetscape which then hinders human activity. They may present themselves as unsightly, monotonous, barren, or an improper mix of activity. These are the projects that Design Commission will require reviews since its input may be able to prevent these problems.

To begin, the selection of the site is of utmost importance. It should consider not only the function the structure serves, but also the impact it may have. Ideally the property is large enough so that the structure is not visible from the public right of way. If that is not possible, there must be room for a compatibility buffer between the public space and the structure. How much room required is dependent on how the design team is proposing to integrate the infrastructure.

The integration of infrastructure may happen in a variety of ways, however each must adhere to area neighborhood and other overriding plans. More urban areas may necessitate more socially active functions along the streetscape. Areas in more residential areas may only require vegetated buffers or “parklets.” To assist in the development of these buffers or to determine the amount of space necessary for them, cross department integration is an ideal tool for this. (AIPP, Parks and Recs Dept, etc.) By using a multi-faceted approach, the overall project becomes richer and becomes an asset to the community.

A complex project may be able to skip review by the Design Commission under certain circumstances. Projects that are not visible from the public right of way and do not interact with the public right of way on a daily basis may be exempt. Visible projects which have property frontage along the right of way have additional requirements for exemption. If the structure is located 150’ back from the property line, and has another department or entity willing to agree to future development of the space to serve a social function and to meet the applicable urban guidelines, then it may be exempt.

Visible projects which do not have frontage on the public right of way and fit within existing compatibility requirements are also exempt.

DRAFT



MEMORANDUM

TO: Mayor and City Council Members

FROM: George Adams, Assistant Director
Planning and Development Review Department

CC: Marc Ott, City Manager
Sue Edwards, Assistant City Manager
Greg, Guernsey, Director, Planning and Development Review Department
Jim Robertson, Manager, Urban Design
Jorge Rousselin, Planning and Development Review Department

DATE: November 14, 2012

RE: Resolution No. 20120816-060 – Infrastructure Design Guidelines (CIUR 819)

Attached please find a detailed work plan crafted by the Design Commission in response to Resolution 20120816-060 which directed the City Manager and the Design Commission to develop Infrastructure Design Guidelines.

The Design Commission has coordinated with various city departments including Austin Energy, Austin Water Utility, Public Works, Parks and Recreation, Watershed Protection, and Planning and Development Review to develop the attached work plan. The Commission will commence execution of the Plan and development of the guidelines the first week of December 2012.

Please contact me at 974-2146 or Jorge Rousselin, the Design Commission Liaison, at 974-2975 if you have comments, questions, or concerns.



JAMES SHIEH
CHAIR

DEAN ALMY
VICE CHAIR

EVAN TANIGUCHI
SECRETARY

JUAN COTERA

HOPE HASBROUCK

BART WHATLEY

JEANNIE WIGINTON

GEORGE ADAMS
EXECUTIVE LIAISON

JORGE E. ROUSSELIN
STAFF LIAISON

Austin Design Commission

November 9, 2012

Dear Mayor Leffingwell, Mayor Pro-Tem Cole and City Council Members,

In response to City Council Resolution 20120816-060, in which you have directed the Design Commission (DC) to develop Infrastructure Design Guidelines, we the DC propose the following Workplan that describes our mission and the approach/process we will take, along with a tentative timeline.

OUR MISSION:

Infrastructure Design Guidelines (IDG) will provide the necessary framework for all future, applicable infrastructure projects with the goal of enhancing Austin's quality of life. The IDG will focus on projects that have a significant impact on the public realm and will build on values expressed in the Urban Design Guidelines and Imagine Austin Comprehensive Plan. Design excellence in infrastructure contributes to sustainable growth and supports Austin's civic identity.

The Commission has discussed in depth the creation of Infrastructure Design Guidelines and assembled a proposal to address the needs as directed by Council. The key to a successful Guideline is the collaborative participation of all affected City departments working together with the Design Commission and the Urban Design Division of the Planning and Development Review Department. The development of these guidelines will take considerable effort and is anticipated to take two years to complete, similar to the time it took to craft the Urban Design Guidelines which had substantially greater resources. Due to the complexity and duration of time it will take to complete, we will break the process into two phases. The first phase will create an interim plan that addresses the key design principles. This can be used to assess infrastructure projects in the short term. The second phase will be main body of work and require in-depth, detailed discussions.

PHASE 1 : INTERIM INFRASTRUCTURE DESIGN GUIDELINES

The Interim Infrastructure Design Guidelines (IIDG) will be created in the first six months. It is to be a document similar to the monographs that the Design Commission has been producing throughout the years that bring pertinent design principles to the public. It may be used as a general tool by all departments to help shape the affected infrastructure projects that come before them. The creation of this will involve considerable discussions with Staff and the Commission about overriding concepts which govern infrastructure and how it affects the public. To aid in our discussions and planning, we request to have a staff member research the standard practices of pertinent cities that already have a process.

Design Commission Discussions

1. What criteria should be used to decide which projects should be covered by the IDG and to what degree?

2. What are the main design principles that should be used in the development of the project?
3. What aspects of the current Urban Design Guidelines can also govern infrastructure projects?
4. What are some models from other cities?

City Department Discussions

1. What processes are currently being used to design infrastructure?
2. Of the projects that are identified to have an additional design element, what design principles are being used?
3. In preparation for Phase 2, Create an outline describing:
 - a. Current process of site selection;
 - b. Evaluation process, whether the project is to be governed by design guidelines;
 - c. What guidelines are currently being used;
 - d. Legal requirements ;
 - e. Stake holder input process;
 - f. Measurement of success; and
 - g. Challenges to the current process.

Design Commission Composition

1. Working Group creates document outlining general principles:
 - a. Identification of project covered by Design Guidelines and to what degree;
 - b. The design principles to be considered while developing the project; and
 - c. Discussions with the Commission to create final interim document.

PHASE 2 : INFRASTRUCTURE DESIGN GUIDELINES

The second phase is the actual development of the Infrastructure Guidelines which entails our progression into more detailed discussions and work. We anticipate it taking a year and a half to complete. The first six months is spent in discussions with Staff and Commission and then working through process concepts. We should have an outline of the guidelines ready to present at the end of that time period. The next six months will be spent crafting the final document with written and visual aids. At the end of that period, we should have a rough draft of the final documents. We see the final six months spent fine tuning the document through actual use by all parties.

Because this phase will tax existing resources, including that of the Commission and City Staff, we request additional Staff assistance. During Phase 1, department needs should be revealed and specific resources can be requested prior to beginning the second phase. For the Commission, we request additional help with research, interface with Staff departments, note taking, and assembly. We appreciate the great help that our liaison is to our Commission, however the body of work required in conjunction with his current workload may be of a concern. In addition, we request the assistance of the City Architect to assist in the further streamlining of our process. Finally, there are Departments that we would like to include for input, such as the Office of Sustainability. As we progress into the study we may request other Departments as well.

FIRST SIX MONTH PERIOD

Meet with all departments together to discuss overview and process:

1. Review current mandates regarding infrastructure;
2. Review selection process of which projects are considered to come before Design Commission;
3. Review the current purpose of the Design Commission;
4. Review the purpose of the Urban Design Guidelines;
5. Review how designers are using the Urban Design Guidelines;
6. Discuss the creation of Infrastructure Design Guidelines and how it can be used similarly;
7. From the concurrent study during Part 1, presentation of how other cities are handling Infrastructure Design Guidelines; and
8. Document feedback.

Meetings with individual departments and possibly sub-departments

1. Design Commission Working Group begins meeting with departments on average of 2 per 3 week period;
2. Finish up meetings within the first four months;
3. The Design Commission reviews their outline which requested in Phase 1 to get an overall understanding
 - a. Identify gaps that do not support the goals or are inefficient; and
4. Gather feedback.

Design Commission meetings

1. Commission to break up design principles to assign to working groups for development and report to main Commission body;
2. Assign one working group to continue interfacing with Staff and departments, gather information, and update all parties;
3. Assign one working group to assess the applicability of the concepts of the Urban Design Guidelines and the process for interfacing them into the new guidelines; and
4. Commission meets with stakeholders to gauge input process and concerns.

Development of Outline Guidelines by the Commission

1. First section is the Phase 1 document describing:
 - a. Importance;
 - b. Needs to have;
 - c. Goals of having;
 - d. Principles;
2. Use current Urban Design Guidelines to distill out applicable concepts;
3. Breakdown of concepts and how it fits into the different chapters;
4. Chapters
 - a. Main body introduction and reasoning;
 - b. Applicability;
 - c. Site Selection;
 - d. Design Guidelines;
 - e. Stake holder input; and
 - f. Review process.

Update Council on Progress at completion of above - approximately 6 months from start time.

SECOND SIX MONTH PERIOD

1. Design Commission receives input from departments;
2. Design Commission crafts written version of what is outlined;
3. Design Commission creates visual aids. (Final images may come during final 6 month period); and
4. On completion of a rough usable first draft of the final guidelines, the Commission will update Council with the first draft document.

THIRD SIX MONTH PERIOD

Document is tested by actual case scenario:

1. Efficient and streamlines process;
2. Stakeholders feel identified and engaged; and
3. Budgets are considered and savings realized.

Document will be adjusted by input from actual case scenarios during interim period.

The Commission assists City Staff Architect to create tools such as check lists, review requirements, and flow charts in which the Departments can use.

At end of the third 6 month segment, the Commission will update Council with the final document for approval. The Design Commission appreciates your confidence in our expertise and believe that the creation of these Guidelines is prudent, realizing the exponential growth that is currently projected for Austin. Our goal is to develop an efficient, streamlined process that works for City Departments, Staff and related stakeholders. We will strive to improve the quality of life and act as stewards for a sustainable City, one that Austinite's deserve. We look forward to working with y'all in getting this accomplished.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Shieh", with a stylized, flowing script.

James Shieh
Chair, Design Commission

Imagine Austin Comprehensive Plan

infill development - Development of vacant or underutilized land within areas that are already largely developed.

infrastructure - Facilities and services needed to sustain industry, residential, commercial, and all other land-use activities and include water, sewer lines, and other utilities, streets and roads, communications, transmission lines, and public facilities such as fire stations, parks, schools, etc.

job centers – Areas indicated on the Growth Concept Map that can accommodate those businesses not well-suited for residential or environmentally-sensitive areas. For more detailed information on job centers, see the p. 89 of the plan.

land banking - The practice of acquiring land and holding it for future use.

land development code – Set of regulations that govern how land is developed and include zoning regulations, criteria manuals, and subdivision regulations.

land use - The type of activity or development that occupies a parcel of land. Common land uses include residential, retail, industrial, recreation, and institutional.

livability - Refers to the suitability of a place (town, city, or neighborhood) to support a high quality of life that contributes to the health and happiness of its residents.

live/work space - Buildings or spaces within buildings that are used jointly for commercial and residential purposes where the residential use of the space is secondary or accessory to the primary use as a place of work.

local business - Locally-owned independent business, nonprofit, or farm.

local economy - The system of production, distribution and consumption of a community.

master plan - A plan giving comprehensive guidance or instruction. In the context of local government it can relate to services such as solid waste disposal and recycling; elements of infrastructure such as the roadway and bicycle networks; or guidance for the preservation or development of a given geographic area.

metropolitan statistical area (MSA) - A geographic entity defined by the U.S. Office of Management and Budget for use by Federal statistical agencies in collecting, tabulating, and publishing Federal statistics.

mixed-use - The use of a building, set of buildings, or areas for more than one type of land use such as a mix of commercial, civic, office, and residential uses.

multicultural - Of, relating to, reflecting, or adapted to diverse cultures.

multigenerational - Of or relating to several generations.

multilingual – The ability to speak more than one language.

2-25-13

"Public Utilities" to Review

Water / Reclaimed Water Towers - Elevated + Ground
Water Distribution Pump Stations

Wastewater Lift Stations

Water Treatment Plants, Groundwells + Intakes

Wastewater Treatment Plants, Outfalls

Electric Substation

Power Stations

Municipal Bldgs + related site develop-
ment

Parks

Cell Phone towers

Bidewalks

Roads?

Retention Ponds -

Waller Creek Tunnel Inlets + Outfall

Bridges

To Not Review:

Underground pipelines

J. W. Warden